

Idaho Transportation Department  
**Procedures for Electronic Phase Report Submittals**

The Materials Phase Reports, including all attachments, will be converted to Adobe PDF files. Free shareware is available to convert most files; however, Adobe Professional is required to modify any PDF file.

Project phase reports will be submitted to ITD by using an internet File Transfer site (FTP) or by CD or DVD. Anyone using the FTP site, ITD or Consultants, must contact ITD HQ Materials Section to obtain their user name and password to access the FTP site.

The actual review process of the phase reports will not change; this only affects the use of electronic phase reports instead of paper copies.

The electronic submittal of the final version of the phase report must comply with Section 54-1215b & c of the July 2004 code. The basic requirements are:

- All docs without a seal must indicate "preliminary, draft, not for construction" or similar words.
- The words "Original Signed By:" and "Date Original Signed:" must be placed adjacent to or across the seal.
- The storage location of the original document must be provided.
- A hard copy doesn't have to be submitted to ITD (unless requested).

Each phase report file name must include the ITD project key number with the phase report number. For example, Prj1234\_p1 is phase I for key 1234. The phase IV reports would require additional names if there is more than one phase IV required, such as, Prj1234\_p4\_creek bridge or Prj1234p4signalpole1-2. The attachments must also include the project key number and phase number, such as, Prj1234p2\_logs 35-78 or Prj1234p2\_appx II.

For revisions to the original submittals the file name must include Rev 1, Rev 2, etc. at the end of the name. The final file must include Final in the file name when there have been revisions to the original submittal.

ITD is prepared to provide limited training in using the FTP site and Adobe applications for the electronic phase reports if any ITD District or Consultant requests the training. The training dates and locations will be announced after requests are received.

The following steps outline the submittal and review process:

1. Consultant uploads phase report PDF file(s) to FTP site.
  - a. Or sends CD / DVD to (ITD or LHTAC) Project Manager (PM)
2. Consultant notifies ITD PM via email that the file(s) is on the FTP site.
  - a. E-mail cc to Prime, District Materials Engineer (DME).
3. ITD downloads phase report file(s) from FTP site
4. DME reconciles phase report review, uploads to FTP site & notifies Consultant
5. Consultant submits final phase report to FTP site and notifies DME / PM
6. DME / PM downloads final phase report file to project Final file folder.
7. The consultant must submit a copy of the final phase V report in Word.

Questions, suggestions and comments regarding the electronic phase reports should be directed to the District Materials Engineers who can forward to HQ Materials if necessary for further action.